VBS PREMIUM

USER GUIDE

V1.0

INTRODUCTION

VBS Premium represents a significant investment in time listening to our customers and creating a product that will allow you to be less repetitive and more productive in the booking process. There are two core screens, one for container management and one for booking management. This short guide describes the features in the new system and shows you how to use it efficiently and effectively.

MACHINE REQUIREMENTS

VBS Premium has been tested on all modern web browsers and runs ideally if your screen resolution is 1400 x 900 or greater. You will require a broadband line of at least 512kb/s.

HOW TO USE

To log into VBS Premium go to the following address: http://vbspremium.dpworldsouthampton.com

You may also log in by clicking the VBS Premium link on the www.dpworldsouthampton.com website.

The VBS Premium Customer login page will be shown.
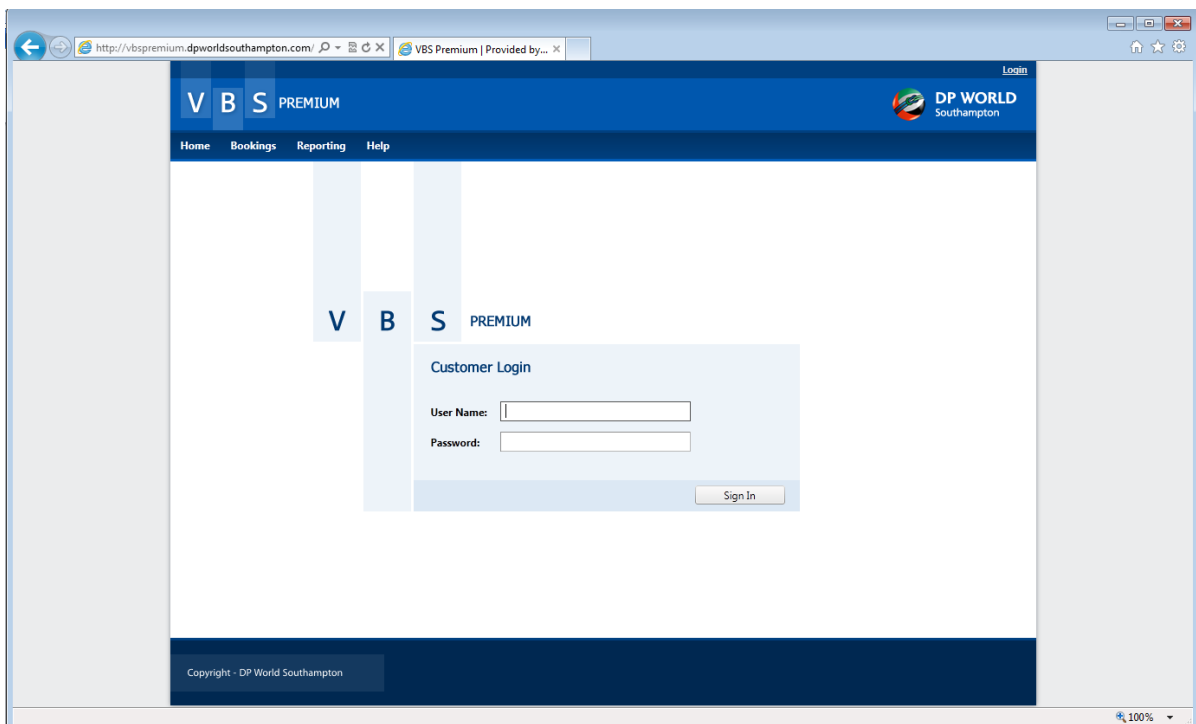
Log in with your supplied username and password. When you have logged in, you will be shown the booking management screen by default. However, to get started you must first feed some container information into the system, so click the Bookings Menu item and then "Container Management"

1. CONTAINER MANAGEMENT

This is the screen that allows you to tell VBS Premium what containers you wish to collect and deliver. In VBS Premium, you only need to enter the container once and the system will remember it and track its status for you automatically. This screen will automatically refresh.
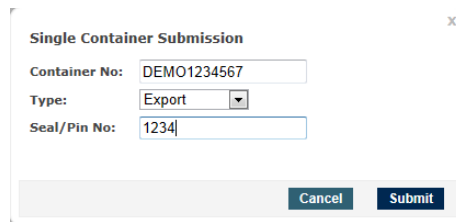
1.1 BASIC LAYOUT

The container management screen is used to add containers to the system. Containers may be added either individually or as a list.
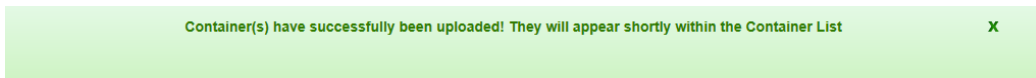
1.2 ADDING A SINGLE CONTAINER

To add a single container click on the "Add a Container" button and the following screen will popup.

For an Export Container, you simply type in a container number, select Export from the drop down and in the Seal/Pin No: field type in the seal number (if applicable)

For an Import Container, you simply type in a container number, select Import from the drop down and in the Seal/Pin No: field type in the PIN number.

Once you press the "Submit" button the VBS Premium system will show a bar at the top of the screen:

Container(s) have successfully been uploaded! They will appear shortly within the Container List   X

This bar will disappear automatically after a few seconds, but you may click the X to close it immediately.

The VBS Premium system will now do the following:

1. Store the container against your account so you don't have to type it in again.
2. Look up the details for the container and ascertain its status.
3. Report back via the Container List the status of the container along with other details.
4. Periodically check the status of the container and update it in the Container List automatically.

1.3 ADDING MULTIPLE CONTAINERS

To add multiple containers, click on the "Paste List" button and the following screen will popup.
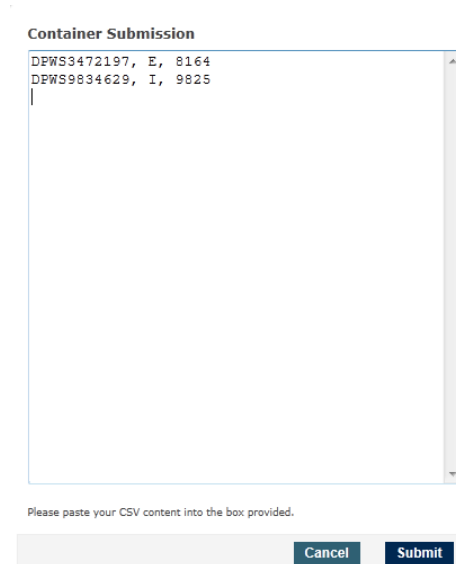
Into this box you can paste (using CTRL V), or type in information in the following formats:

DPWS3472197, E, 8164	Where DPWS3472197 is an export and the seal number is 8164
DPWS9834629, I, 9825	Where DPWS9834629 is an import and the PIN number is 9825

You may put the containers in any order you wish inside the pasted list.

You can append to your list at any time and re-paste it into the system. Additional or modified containers will be processed and added to the Container List. Unchanged containers will be ignored.

You may find that you can export a list of the containers you need to work with from your logistics system and with minor editing, provide enough information for VBS Premium very quickly.

1.4 THE CONTAINER LIST

Following is a picture showing some containers in the container list. This list presents information about the container and its status.

The VBS Premium system has a "Traffic Light" icon to reflect the current status of a container. The different status colours are defined below.

1.5 STATUS ICONS

|	
🔴	The Red Icon means that the container is not known to the terminal. Existing terminology is that the container is not "Exec'd"
🟠	The Amber Icon means that the container is known to the terminal but something is preventing it from being booked. The most common causes for an Import will be because the PIN Number is incorrect or has expired or if the container is not customs cleared.
🟢	The Green Icon means that the container is bookable and will appear in the Valid Container list on the Booking Management screen.
⚫	The Black Icon means that the container has already been booked and processed. For Exports this means the container is on the terminal and for imports the container has departed the terminal

You may click on these status icons to get a popup window with specific information.

1.6 E/I ICONS

⬇	The downwards arrow signifies an Export container
⬆	The Upwards arrow signifies an Import container

1.7 FILTERING

Depending on how many containers you have in the list, you may want to filter them to see the status of individual containers or groups of containers. If you click on the down arrow on the "FILTER BY CONTAINER" box at the top of the list you will see the following.


```
(EI)
(FE)
(HAZ)
(ISO)
(OP)
(SHUF)
(TC)
(TLS)
(VOY)
```
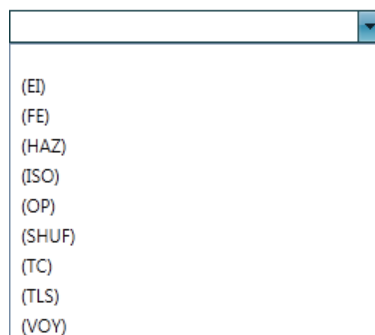
The codes and how to use them are explained in the following table

Filter Code	Description	Allowed Values
(EI)	Export/Import	E, I
(FE)	Full / Empty	F, E
(HAZ)	Hazardous	Y, N
(ISO)	ISO Sizetype code (or part of)	Part of full sizetype code. E.g. 2200, 43G1, 4, 2
(OP)	Terminal Operator Code	HL, OL, AP etc.
(SHUF)	Shuffle indicator	0, 1 or 2
(TC)	Temperature Controlled	Y, N
(TLS)	Traffic Light System	R=Red, A=Amber, G=Green, B=Black. You may use multiples e.g. (TLS)RA will only show the containers which are unknown (Red) or known but unavailable for booking (Amber)
(VOY)	Terminal Voyage Number	e.g. B41, 344 etc.

These codes may be typed in to filter down the list. For instance, if you only wanted to see Import containers in the list you would put in "**(EI)I**" (without the parenthesis). You can have multiple filters together by having a space between them. So if you only wanted to see import containers which are 20fts, you can type **"(EI)I (ISO)2"**, or Import containers the start with TRLU123 would be **"(EI)I TRLU123"**

The default filter is on the container number so if you are looking for a specific number like TRLU1234567, simply type it in and press Enter. You do not need any codes for container number in this filter box. You can type in part container numbers, but note that if you type in 1234567, TRLU1234567 will not show up.

Also, the order of the filter does not matter, so you can type **"(EI)E TRLU123 (ISO)2"** or **"TRLU123 (ISO)2 (EI)E"** and they will give the same results – 20ft Exports where the container number starts with TRLU.

To reset the filter, click the symbol to the right of the "FILTER BY CONTAINER" box.

1.8 EDITING A CONTAINER IN THE LIST

If you need to edit a container in the list (you may have incorrectly put in the PIN Number or the shipping line may have changed it), simply add the container again, either individually or as part of a larger paste list. If the container already exists in your list you will not be charged again.

1.9 DELETING CONTAINERS

To delete containers from the Container List, check the square box to the left of the status icon and click delete. You can do one or many containers in this way.

2. BOOKING MANAGEMENT

2.1 BASIC LAYOUT

The Main Booking Management screen is arranged into 4 distinct panels as shown in the picture below.

Only containers which are fully bookable (Green icons in the Container Management List) will show in the "Valid Container List". Bookings are created, amended and cancelled using the "Workspace" panel in conjunction with the "Appointment Availability" panel.

Importantly, the system will update all of these panels automatically for you saving you having to refresh manually.

2.2 VALID CONTAINER LIST PANEL

The picture below shows an example of the information that is shown in the "Valid Container List" panel with a description of the various icons.
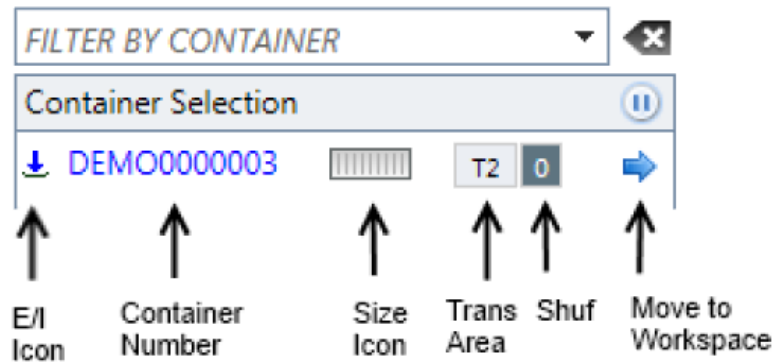
You can also click on the container number to get more information on the container. There are multiple pages which scroll round automatically, or can be manually advanced by using the arrow keys at the bottom of the panel. Simply click the close button to return back to the Valid Container List.

2.3 WORKSPACE PANEL

The workspace Panel is the most graphical of the panels with representations of a truck delivering export containers and a truck collecting import containers. There are various icons around these trucks which are described in the picture below.
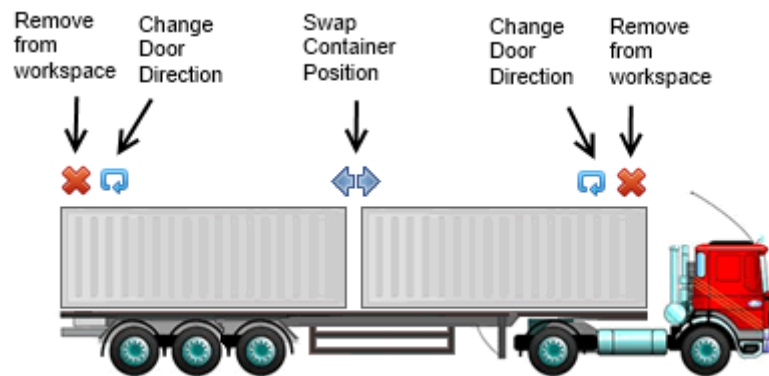
At the bottom of the workspace are a row of buttons that are context sensitive. In the below example, a booking has been retrieved from the "Booking list" and the option to Cancel is shown. If however, you added or removed a container or changed the appointment time, then the "Amend" button would become enabled.
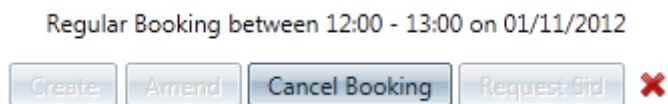
If you are a "Remote Haulier", you will see "Request Sid" if the booking you are looking at matches the current appointment window.

The red cross will clear the Workspace of containers. You will be given a warning if you have made changes that you have not saved.
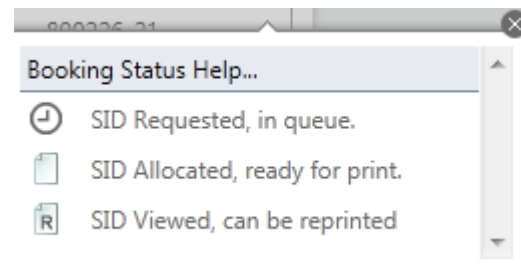
2.4 BOOKING LIST PANEL

The Booking list panel will display the bookings you have made which are due in the next 18 hours. The booking time is shown along with the booking reference number.

There are various icons which may be shown to the right of the booking reference number to signify the status of the booking. Clicking on the will show what these icons mean

You will notice that there is also a filter box in the Booking list panel. By default, you can type in a partial or full booking reference to easily find the booking you are looking for, however you can also type in filters in the same way as is defined in the Container Management section.

The most powerful of these in the Booking list may be (CON). By typing in (CON)TRLU it will filter the list to only show bookings which contain containers starting with TRLU. This can be used with all the other filter elements. Another example may (TC)Y to show all bookings with Temperature controlled containers.

To edit a booking that has already been made and is showing in the booking list, just click the Move to Workspace icon for that booking and the containers will be shown in the respective positions on the trucks in the workspace.

2.5 APPOINTMENT AVAILABILITY PANEL

The appointment availability panel allows you to see how many bookings of differing types are available by date and time.

If you are looking at the current day, only the appointment times that are still possible to book in will be highlighted. Peak periods are identified by the hours being shown in a bold font. In addition to the number of bookings there is also a colour code.
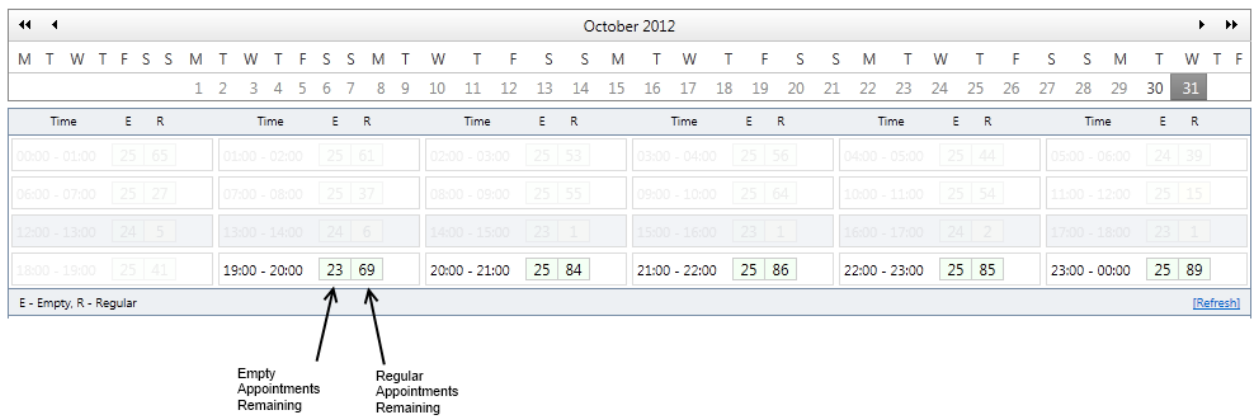
2.6 MAKING A BOOKING

To make a booking, you must have some containers in the "Valid Container list" panel. Simply click on the ➡ "Move to workspace" icon and the system will place the container on the appropriate truck depending on if the container is an export or an import.
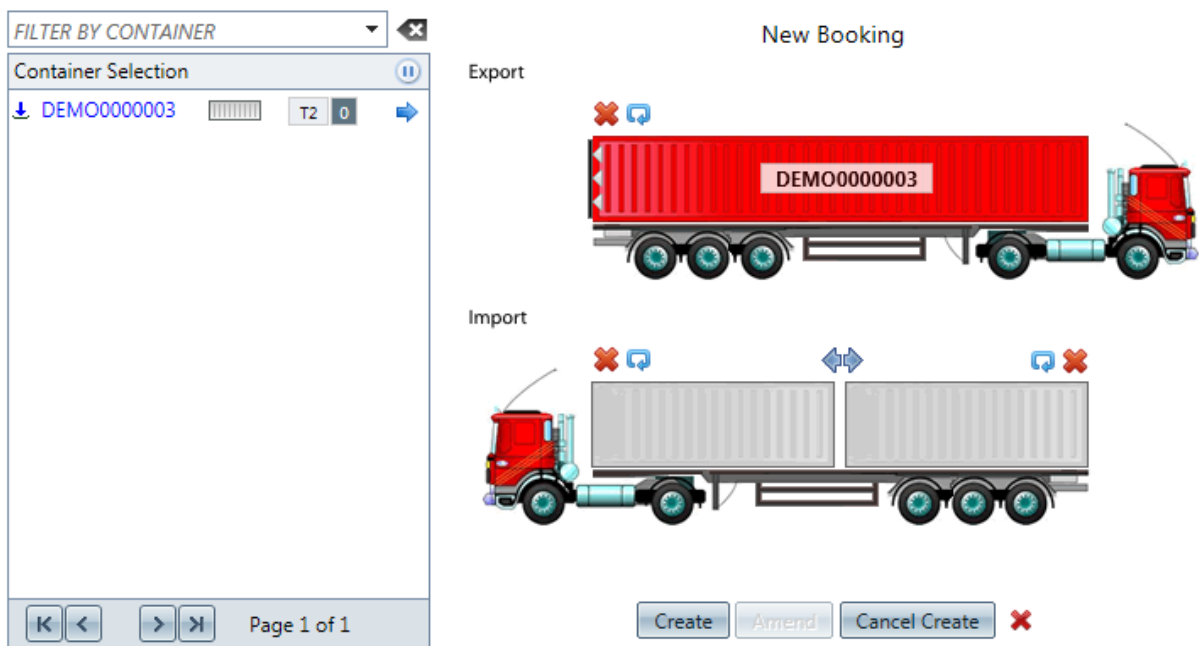
In the picture above, container number DEMO0000003 has been moved to the workspace. The only other action that is required to make a booking is to select an appointment time from the Appointments Available panel and then click the "Create" button. You have just made your first booking! The booking will be given a reference number and will show in the Booking list panel as long as it is within the next 18 hours. The workspace will be cleared at this point.

2.7 AMENDING A BOOKING

If you wish to amend a booking to add or remove containers or to amend the time, this can be done easily.

From the Booking List, click the ⬅ "Move to Workspace" icon to retrieve the booking and its containers. You may now add or remove containers using the various icons and may also change the Appointment time if required. When complete, click "Amend" and you will be given a new booking reference and the workspace will again be cleared.

2.8 CANCELLING A BOOKING

If you wish to cancel a booking, this can be done easily.

From the Booking List, click the "Move to Workspace" icon to retrieve the booking and its containers. Click the "Cancel Booking" button to return the container to the exchange. Note that the same rules apply for VBS Premium.